

Meetings...

Making Them Work for You



Objectives

This training session will help you...



- **Determine if a meeting is necessary**
- **Learn the types of meetings**
- **Learn to plan effective meetings**
- **Learn effective facilitation skills**

Types...

Information-giving



Types...

Information-getting



Types...

Problem solving



Types...

Attitude creating



Types...

Training



Planning...

Ask yourself



**Is this meeting
necessary?**

Planning...

Develop objectives



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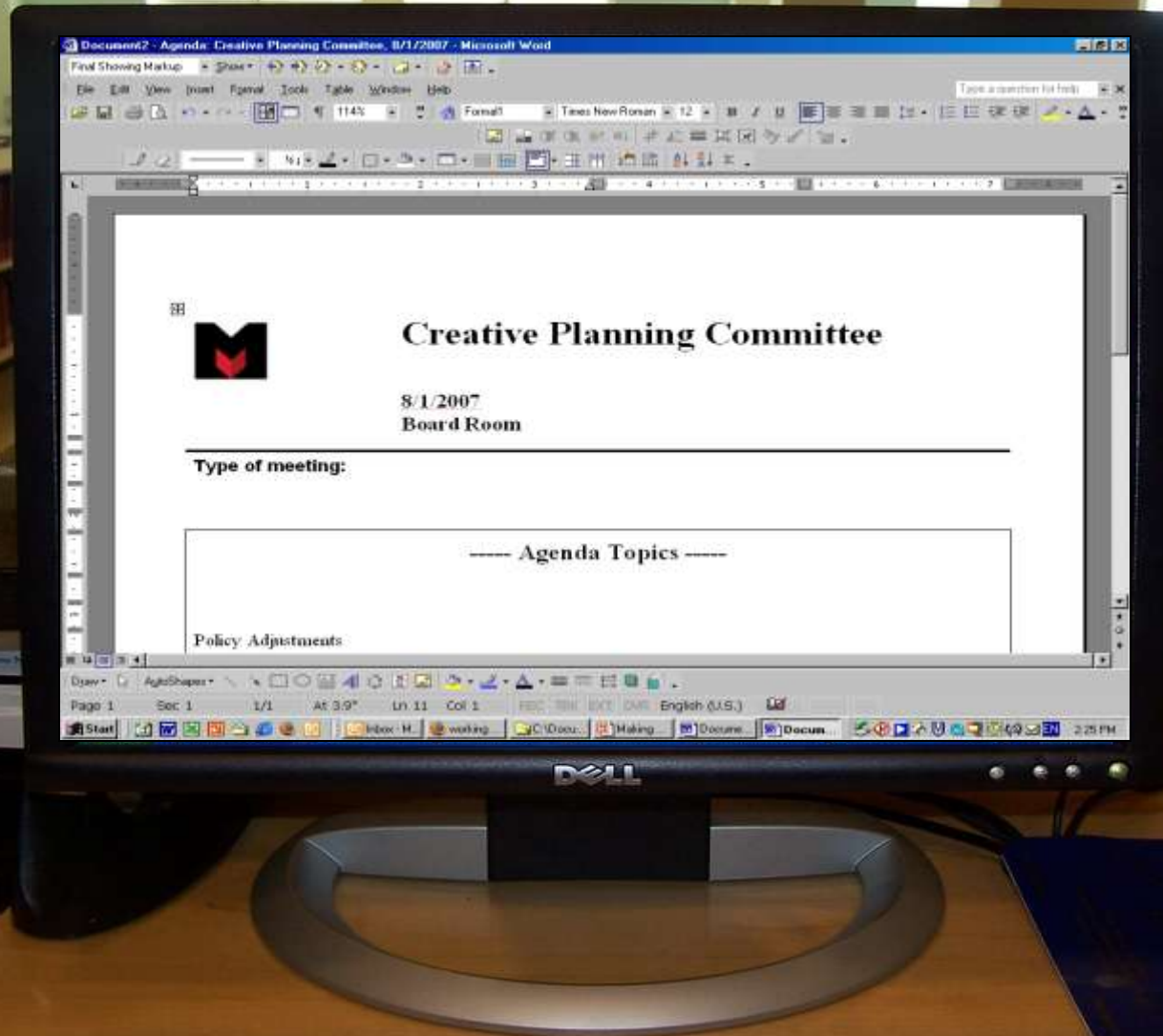
Planning...

Choose participants



Planning...

Prepare agenda



Planning...

Notify participants



Planning...

Plan Room and accommodations



Planning...

Prepare materials



Planning...

Conduct the meeting



Control...

How to lead



Control...

Convinced a meeting is necessary?



Control...

Objectives are clear



- **Determine if a meeting is necessary**
- **Learn the types of meetings**
- **Learn to plan effective meetings**
- **Learn the facilitation skills**



Control...

Navigate distractions



Control...

Time management



Control...

Resolve conflict



Control...

Outcome are measurable



Control...

List actions



3-27-06 3-28-06
Put receivers back in @ c16. Used AM and JC on
Monday - JC and CG on Tuesday

3-30-06

Lab Safety Supply

first aid kits

sunscreen

update Mokarran plan

check for articles on server

get documentation for interns

pictures on server

travel request for NSIT ✓

Simon's Kit - FedExing today

~~SSA hand clips~~ ~~1st probe for order~~

3-30-06

~~WGA kits - 1st order~~

~~Quickliner~~

3-31-06

Tags - ordered new Tbars ✓

Toolbox - WD40 tools ✓

Batteries ✓

Book hotel in Seattle

304367 ✓
confirmation #

3-31-06 Friday

Losing control...

What happens, and why?



Losing control...

Meeting gets off topic



Losing control...

Side conversations going on



Losing control...

Distractions



Losing control...

Arguments among participants



Losing control...

Someone dominates the conversation



Participation

What is your role?

